

CONFIDENTIAL

Management Officer ✓

1 May 1959

THRU :

Chief, Fiscal Division
Chief, Administrative Staff

Proposed Amendments to Administrative Instruction 20-1

1. In accordance with your verbal request, a review has been made of certain categories of Agency directives for the purpose of ascertaining whether any changes are desired to satisfy the requirements of fiscal operations. In this connection, the following suggestions are offered concerning Administrative Instruction 20-1, "Personnel Policies and Procedures":

a. Pg. 9 Para. 11g - This paragraph concerns promotion policies and procedures. A change is recommended in order to limit the within grade promotions to persons who have actually served in pay status and to exclude those who may be occupying classified positions but are actually on LWOP for extended periods of time. (Revised material is underscored)

"Employees in classified positions will receive periodic step increases in accordance with the provisions of Federal Personnel Manual, Section 21, Part 25. These regulations state in general that an employee rendering service for which payment is effected will be advanced to the next step within his grade provided that he has 52 weeks of service without an equivalent increase in pay for grades GS-10 and below or 78 weeks service for grades GS-11 and above. In addition, the employee must have a current efficiency rating of Good or better and a satisfactory conduct report."

b. Pg. 10, Para 14a(1) - This concerns entrance on duty salary. The re-wording of sub-paragraphs (a), (b) and (c) is being recommended in order to (1) replace where applicable the term "Base Salary" with the expression minimum salary and (2) to eliminate the specific references within the directive to the respective types of personnel actions because, frequently, personnel actions processed within this Agency are not always identified in accordance with the exact definitions of these terms as officially set forth in the Federal Personnel Manual. Paragraphs (a), (b) and (c) as set forth below are entirely new.

"(a). Employees without prior Government service will be appointed at the minimum salary of the grade.

(b). An employee appointed to a lower grade than previously held will allow credit toward within grade promotions in appointment grade and higher grades.

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CONFIDENTIAL

CONFIDENTIAL

Management Officer

- 2 -

1 May 1969

(c). An employee with prior Government service, appointed without a break in service to a position of the same grade, will retain periodic pay increases previously received. If appointed to a higher grade without a break in service, he will receive salary at that rate of the higher grade which exceeds the basic rate of compensation in his immediately preceding position by not less than one step increase of the former grade."

c. Pgs. 11, Para 14b(2) - This paragraph concerns within-grade promotions for ungraded employees. The change as recommended provides for basing the initial and subsequent waiting periods upon the more accurate concept of "week" rather than "six months" and "annual" bases. The recommendation also includes an explanation for assigning the effective date of the within grade salary increases. (Revised material is underscored)

"An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase at the beginning of the pay period following the completion of the first 26 weeks of ungraded service in a pay status and each 52 weeks thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an increase is involved."

d. Pg. 9, Para 12 - This concerns intra-agency transfer policy. It is recommended that this paragraph be expanded to include and clarify coordination of Forms 37-3 between all offices concerned in any intra-agency personnel transfer. The purpose for this recommendation is to provide for appropriate clearance with the current employing office on any actions whereby an employee transfers from one CIA organizational unit to another.

2. The above suggestions are all concerned with Administrative Instruction 20-1 "Personnel Policies and Procedures". It is also appropriate at this time to suggest that active portions of present Administrative Instruction 20-29 "Classification Act of 1949" may be incorporated within the revised Administrative Instruction 20-1 and that the present instruction 20-29 be rescinded.

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